

## **Administrative and Professional Faculty SELF-ASSESSMENT**

*Evaluation plans must require that evaluative input be provided by the faculty member in the form of a self-assessment. The self-assessment must include analysis of activities within each performance domain as well as progress toward achievement of annual objectives. (VCCS Policy: 3.6.1.4.a.vi.)*

<b>Name of Faculty Member:</b>	<b>Position #:</b>	<b>Title:</b>	<b>Date:</b>
<b>Faculty Designation (select all that apply):</b> <input type="checkbox"/> First Year <input type="checkbox"/> Administrative <input type="checkbox"/> Professional		<b>Faculty Rank:</b>	
<b>Status:</b> <input type="checkbox"/> One-year appointment <input type="checkbox"/> Multi-year appointment		<b>Evaluation Period:</b> _____ to _____ (Date of last evaluation)                      (Date of this evaluation)	
<b>Name of Faculty Member's Supervisor:</b>		<b>Supervisor's Title:</b>	

**Instructions:** Please provide a self-assessment of your work/job related activities within each of the performance domains and annual objectives. Be sure to include supporting information in the narrative sections or attach the agreed upon documentation.

### **Performance Domains**

#### **I. Core Responsibilities** (VCCS Policy: 3.6.1.4.a.ii)

Narrative (include areas of success, opportunities for improvement/learning and areas of concern, where applicable):

#### **II. Non-Routine & Strategic Responsibilities** (VCCS Policy: 3.6.1.4.a.ii)

Narrative (include areas of success, opportunities for improvement/learning and areas of concern, where applicable):

#### **III. College and Community Service** (VCCS Policy: 3.6.1.4.a.ii)

Narrative (include areas of success, opportunities for improvement/learning and areas of concern, where applicable):

#### **IV. Professional Development & Growth** (VCCS Policy: 3.6.1.4.a.ii)

Narrative (include areas of success, opportunities for improvement/learning and areas of concern, where applicable):

#### **V. Management Effectiveness** (if required) (VCCS Policy: 3.6.1.4.a.iii)

Narrative (include areas of success, opportunities for improvement/learning and areas of concern, where applicable):

#### **VI. Additional Performance Domains** (as approved by Supervisor)

Narrative (include areas of success, opportunities for improvement/learning and areas of concern, where applicable):

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### Annual Objectives

**I. Objective #1** (VCCS Policy: 3.6.1.4.b)

Narrative (include your assessment of progress towards completion):

**II. Objective #2** (VCCS Policy: 3.6.1.4.b)

Narrative (include your assessment of progress towards completion):

**III. Objective #3** (VCCS Policy: 3.6.1.4.b)

Narrative (include your assessment of progress towards completion):

**IV. Objective #4** (VCCS Policy: 3.6.1.4.b)

Narrative (include your assessment of progress towards completion):

**V. Objective #5** (VCCS Policy: 3.6.1.4.b)

Narrative (include your assessment of progress towards completion):

**OTHER COMMENTS OR NOTES (i.e., general efforts, outcomes, and professional behaviors, etc.):**

Supporting documentation attached

**Signature indicates all parties have discussed this Self-Assessment**

<b>Employee Signature</b>	<b>Supervisor Signature</b>
<b>Date</b>	<b>Date</b>